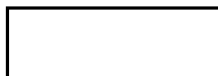


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i. LOW RANKING--WITH NOTIFICATION--IN TWO CONSECUTIVE YEARS. It is the policy of the Agency to ^{monitor} ~~improve~~ the overall level of employee performance by application of comparative ranking ^{to identify those employees} whose performance and potential are low in comparison with those of other employees of the same grade and occupational category. The various evaluation panels and boards subordinate to a Career Service shall identify those who rank in the bottom three percent of their members. They shall then identify any of these who have, in the judgment of the panel, significant problems (relative to their peers) in performance, attitude affecting performance, or willingness to accept assignment in the interests of the Agency. The names of employees so identified shall be sent, along with other pertinent material, to the Head of the Career Service, who shall review the list, making deletions where the facts do not support further action. After such deletions, the remainder of the list constitutes the group to receive notification of low ranking. Individuals in this group will be notified of the low ranking, the reasons for it, the availability of counseling to assist any effort to improve ranking, and the consequences of a low ranking in a consecutive year. Upon notification of low ranking in a second consecutive year, the administrative action to be taken, which depends on the circumstances of the case, may include counseling,

reassignment, downgrading, or separation. After determination by the Head of the Career Service that separation is warranted under this paragraph, the case will be reviewed with the Director of Personnel before initiating separation procedures.